April 25, 2018

UNIVERSITY OF ILLINO

2018 Administrative Leadership Conference

Payments to Vendors and Invoice Processing: Tips for Submission and Tracking

Workshop Presenters

- Angela Bensyl

  Coordinator, Payment Operations
  University Payables

- Daniel Menzies

  Specialist, Payment Operations

  University Payables

Please …

- Turn off cell phones.
- Avoid side conversations.
- Ask questions at any time!
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Identify the steps to ensure that invoices are processed as quickly as possible.
- Discover how to research invoice status in Banner and in Banner Document Management (BDM).
- Resolve issues of payment holds and rejections.

Purchase Order Payables (POPs) By the Numbers …

- There are 10 Payables staff members who review all submitted PO-related invoices for all University locations, extension units, and medical facilities.
- POPs receives on average 1,300 invoices per day; totaling on average 6,500 invoices per week.

Purchase Order Payables (POPs) By the Numbers …

- POPs staff have dedicated letter assignments to process the bulk of the invoices/credits we receive.
- Several POPs staff are also assigned a variety of other tasks, including:
  - Special Payment Request form processing
  - Monitoring email inboxes
  - Processing iBuy transactions
  - Handling recurring payments
  - Researching and processing reports
  - Cross-training in TEM

Avoid Invoice Processing Delays

- Verify vendor selection and remit address.
- Submit invoices to designated Payables locations.
- Avoid non-compliance situations.
- Resolve items on hold as quickly as possible.

Proper Vendor Selection is Critical

- Use Banner FTMVEND to verify vendor is established in Banner.
- Verify remit address is available under vendor ID and is active.

Selecting an incorrect vendor ID can affect 1099 reporting and/or delay payment.

For assistance, contact Vendor Maintenance at uivendor@uillinois.edu, 217-333-6583.

Purchase Order Invoice Submission

- Vendors should mail invoices directly to:

  University of Illinois
  Invoice Processing Center
  P.O. Box 820
  Rantoul, IL 61866

- OR, email invoices to obfsupay@uillinois.edu

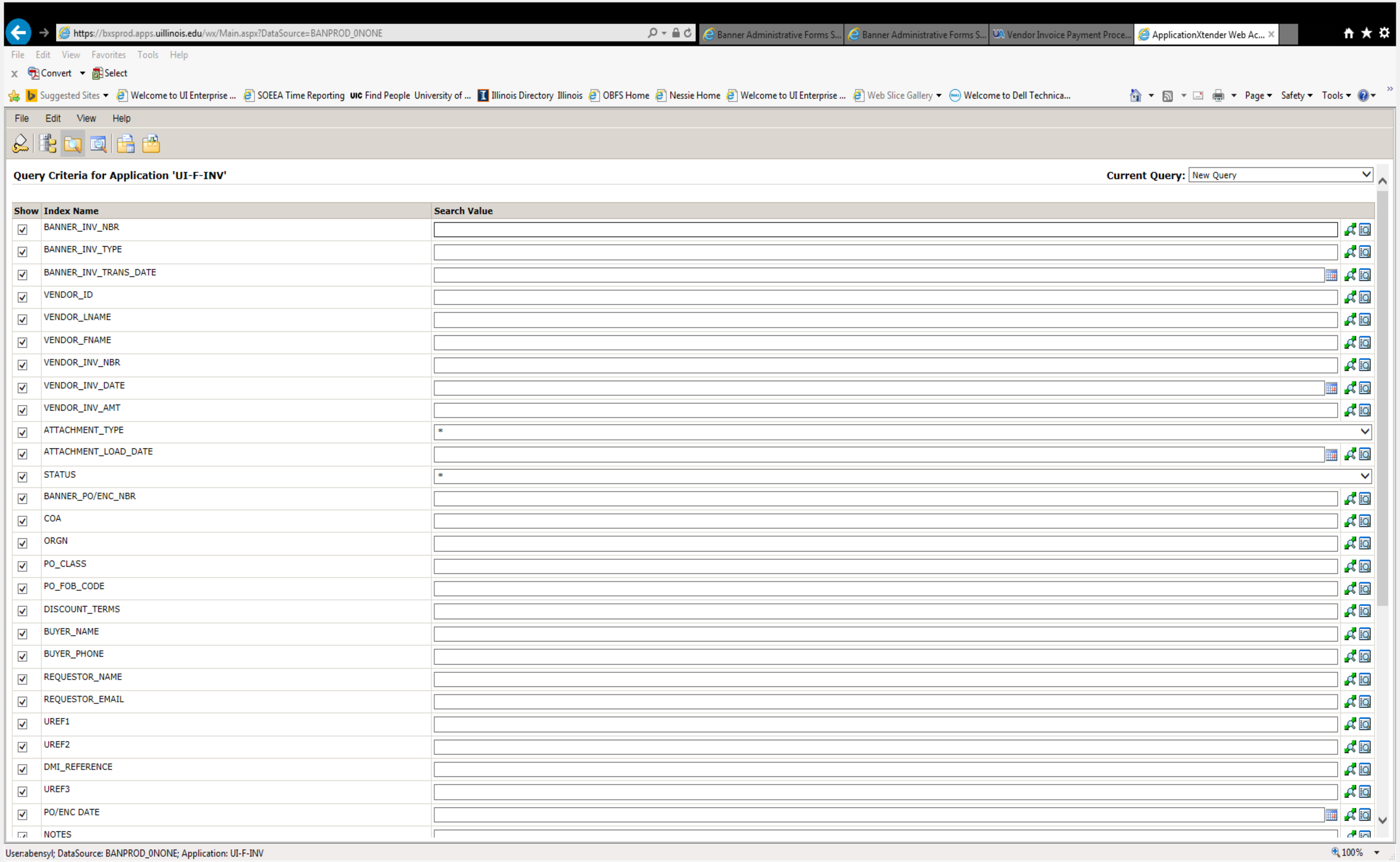
- **Invoices must contain the following information:**
  - Purchase Order Number
  - Unique Vendor Invoice Number
  - Invoice Date
  - Remit Address
  - Detailed Billing

How do I find a copy or image of my invoice?

Banner Document Management (BDM)

- Search using multiple fields.
  - Banner transaction number (I number)
  - Purchase order number
  - Vendor invoice number
  - Vendor invoice amount
- Review invoice image and status.

Instructions on
www.obfs.uillinois.edu, Payments to
Vendors & Students > Vendor
Invoice Payment Process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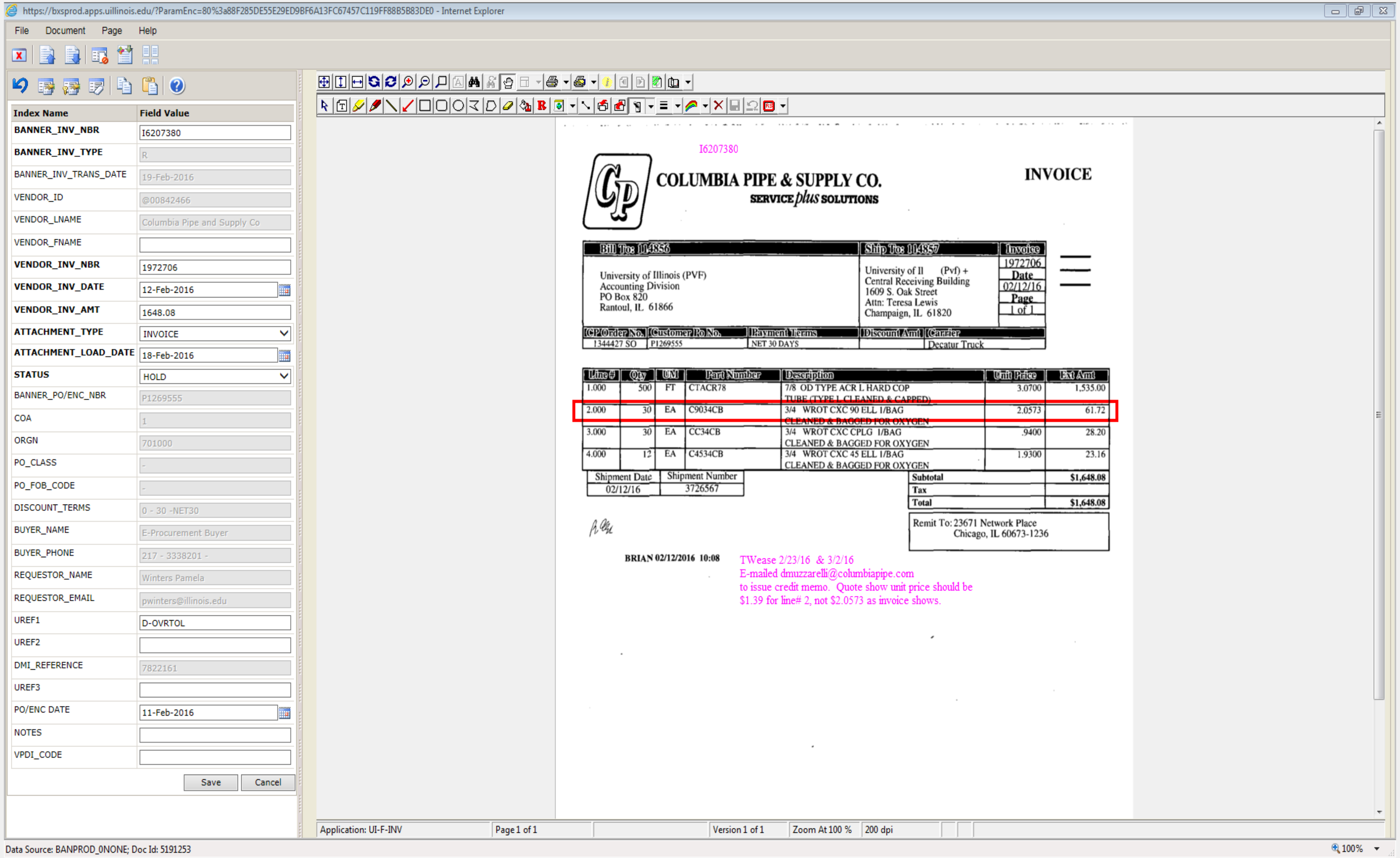
Query Criteria for Application 'UI-F-INV'

Current Query: New Query

Show	Index Name	Search Value
☑	BANNER_INV_NBR	
☑	BANNER_INV_TYPE	
☑	BANNER_INV_TRANS_DATE	
☑	VENDOR_ID	
☑	VENDOR_LNAME	
☑	VENDOR_FNAME	
☑	VENDOR_INV_NBR	
☑	VENDOR_INV_DATE	
☑	VENDOR_INV_AMT	
☑	ATTACHMENT_TYPE	*
☑	ATTACHMENT_LOAD_DATE	
☑	STATUS	*
☑	BANNER_PO/ENC_NBR	
☑	COA	
☑	ORGN	
☑	PO_CLASS	
☑	PO_FOB_CODE	
☑	DISCOUNT_TERMS	
☑	BUYER_NAME	
☑	BUYER_PHONE	
☑	REQUESTOR_NAME	
☑	REQUESTOR_EMAIL	
☑	UREF1	
☑	UREF2	
☑	DMI_REFERENCE	
☑	UREF3	
☑	PO/ENC DATE	
☑	NOTES	

User:abensyl; DataSource: BANPROD_0NONE; Application: UI-F-INV


https://bxsprod.apps.uillinois.edu/?ParamEnc=80%3a88F285DE55E29ED9BF6A13FC67457C119FF88B5B83DE0 - Internet Explorer
File
Document
Page
Help
Save
Cancel
Application: UI-F-INV
Page 1 of 1
Version 1 of 1
Zoom At 100 %
200 dpi
Data Source: BANPROD_0NONE; Doc Id: 5191253
100%

Index Name	Field Value
BANNER_INV_NBR	I6207380
BANNER_INV_TYPE	R
BANNER_INV_TRANS_DATE	19-Feb-2016
VENDOR_ID	@00842466
VENDOR_LNAME	Columbia Pipe and Supply Co
VENDOR_FNAME	
VENDOR_INV_NBR	1972706
VENDOR_INV_DATE	12-Feb-2016
VENDOR_INV_AMT	1648.08
ATTACHMENT_TYPE	INVOICE
ATTACHMENT_LOAD_DATE	18-Feb-2016
STATUS	HOLD
BANNER_PO/ENC_NBR	P1269555
COA	1
ORGN	701000
PO_CLASS	-
PO_FOB_CODE	-
DISCOUNT_TERMS	0 - 30 -NET30
BUYER_NAME	E-Procurement Buyer
BUYER_PHONE	217 - 3338201 -
REQUESTOR_NAME	Winters Pamela
REQUESTOR_EMAIL	pwinters@illinois.edu
UREF1	D-OVRTOL
UREF2	
DMI_REFERENCE	7822161
UREF3	
PO/ENC DATE	11-Feb-2016
NOTES	
VPDI_CODE	

I6207380

COLUMBIA PIPE & SUPPLY CO.
SERVICE *plus* SOLUTIONS

INVOICE

Bill To: 114856	Ship To: 114857	Invoice
University of Illinois (PVF) Accounting Division PO Box 820 Rantoul, IL 61866	University of Il (Pvf) + Central Receiving Building 1609 S. Oak Street Attn: Teresa Lewis Champaign, IL 61820	1972706 **Date** 02/12/16 **Page** 1 of 1

CP Order No.	Customer Po No.	Payment Terms	Discount Amt	Carrier
1344427 SO	P1269555	NET 30 DAYS		Decatur Truck

Line #	Qty	UM	Part Number	Description	Unit Price	Ext Amt
1.000	500	FT	CTACR78	7/8 OD TYPE ACR L HARD COP TUBE (TYPE L CLEANED & CAPPED)	3.0700	1,535.00
2.000	30	EA	C9034CB	3/4 WROT CXC 90 ELL 1/BAG CLEANED & BAGGED FOR OXYGEN	2.0573	61.72
3.000	30	EA	CC34CB	3/4 WROT CXC CPLG 1/BAG CLEANED & BAGGED FOR OXYGEN	.9400	28.20
4.000	12	EA	C4534CB	3/4 WROT CXC 45 ELL 1/BAG CLEANED & BAGGED FOR OXYGEN	1.9300	23.16

Shipment Date	Shipment Number
02/12/16	3726567

Subtotal	**$1,648.08**
Tax	
Total	**$1,648.08**

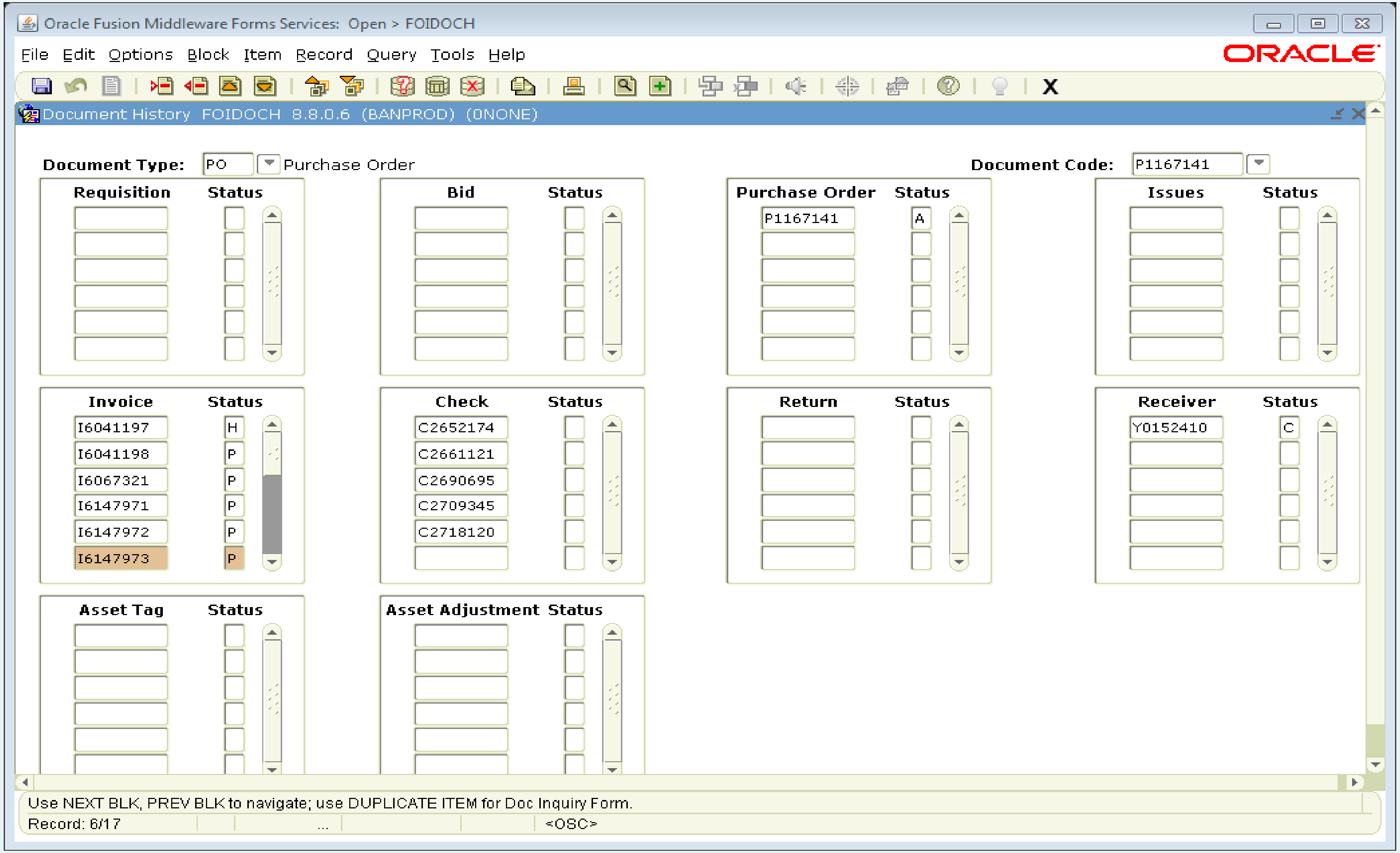
Remit To: 23671 Network Place
Chicago, IL 60673-1236

BRIAN 02/12/2016 10:08

TWease 2/23/16 & 3/2/16
E-mailed dmuzzarelli@columbiapipe.com
to issue credit memo. Quote show unit price should be
$1.39 for line# 2, not $2.0573 as invoice shows.

When is Unit Action Required?

- Check Banner FOIDOCH for status:
  - Invoice on hold
  - Receiving report required
  - Check/payment issued
- Check Banner FAIVNDH for vendor payment history.


Oracle Fusion Middleware Forms Services: Open > FOIDOCH
File Edit Options Block Item Record Query Tools Help
ORACLE
X

Document History FOIDOCH 8.8.0.6 (BANPROD) (ONONE)

Document Type: PO Purchase Order

Document Code: P1167141

Requisition	Status

Bid	Status

Purchase Order	Status
P1167141	A

Issues	Status

Invoice	Status
I6041197	H
I6041198	P
I6067321	P
I6147971	P
I6147972	P
I6147973	P

Check	Status
C2652174	
C2661121	
C2690695	
C2709345	
C2718120	

Return	Status

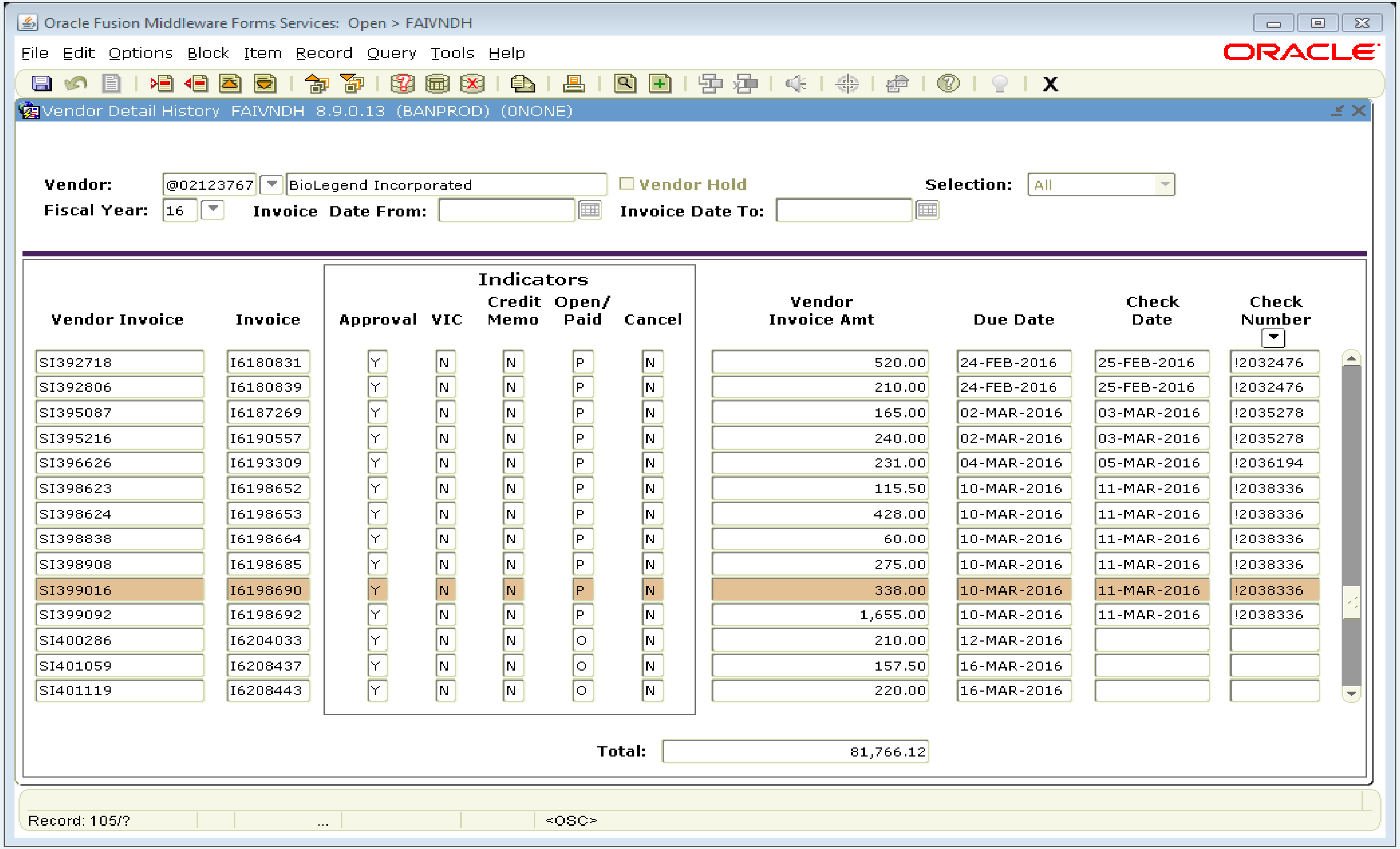
Receiver	Status
Y0152410	C

Asset Tag	Status

Asset Adjustment	Status

Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.

Record: 6/17 ... <OSC>


Oracle Fusion Middleware Forms Services: Open > FAIVNDH
File Edit Options Block Item Record Query Tools Help
ORACLE

Vendor Detail History FAIVNDH 8.9.0.13 (BANPROD) (0NONE)

Vendor: @02123767 BioLegend Incorporated ☐ **Vendor Hold** **Selection:** All

Fiscal Year: 16 **Invoice Date From:** **Invoice Date To:**

		Indicators								
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/ Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
SI392718	I6180831	Y	N	N	P	N	520.00	24-FEB-2016	25-FEB-2016	!2032476
SI392806	I6180839	Y	N	N	P	N	210.00	24-FEB-2016	25-FEB-2016	!2032476
SI395087	I6187269	Y	N	N	P	N	165.00	02-MAR-2016	03-MAR-2016	!2035278
SI395216	I6190557	Y	N	N	P	N	240.00	02-MAR-2016	03-MAR-2016	!2035278
SI396626	I6193309	Y	N	N	P	N	231.00	04-MAR-2016	05-MAR-2016	!2036194
SI398623	I6198652	Y	N	N	P	N	115.50	10-MAR-2016	11-MAR-2016	!2038336
SI398624	I6198653	Y	N	N	P	N	428.00	10-MAR-2016	11-MAR-2016	!2038336
SI398838	I6198664	Y	N	N	P	N	60.00	10-MAR-2016	11-MAR-2016	!2038336
SI398908	I6198685	Y	N	N	P	N	275.00	10-MAR-2016	11-MAR-2016	!2038336
SI399016	I6198690	Y	N	N	P	N	338.00	10-MAR-2016	11-MAR-2016	!2038336
SI399092	I6198692	Y	N	N	P	N	1,655.00	10-MAR-2016	11-MAR-2016	!2038336
SI400286	I6204033	Y	N	N	O	N	210.00	12-MAR-2016		
SI401059	I6208437	Y	N	N	O	N	157.50	16-MAR-2016		
SI401119	I6208443	Y	N	N	O	N	220.00	16-MAR-2016		

Total: 81,766.12

Record: 105/? ... <OSC>

Purchase Order Invoice Holds

- Invoices may be placed on hold for:
    - Over tolerance (D-OVRTOL)
    - Non-conforming (D-NONCONF)
    - Item add (D-ITMADD)
    - Over $50K approval (D-OVR50K)
    - Remit address/vendor issues (U-P&D)
    - Incomplete information (U-APISSUE)
- Automated emails sent to PO requestor

Over Tolerance

- 10% or $150, whichever is triggered first
  - Standing POs
    - Requires no quantity or unit price; “as required” or “as needed” basis
    - Tolerance calculated on total of PO
  - Regular POs
    - One-time procurement of commodity or service
    - Tolerance calculated on the PO line
  - No tolerance on quantity or bid orders
  - Use Banner FGIENCD to confirm balance of PO

Non-Conforming

- PO is created after the services are provided, the goods are ordered, or the invoice date
- Systematic flag to move invoice to a non-conforming BDM queue
- Work with campus Purchasing division for resolution

System-Rejected Purchase Order Invoices

- Payables is unable to determine the owner of the invoice and unable to return invoice to vendor.
- Current technology doesn't allow for notification of rejected invoices.
- Search for rejected invoice using invoice number and/or invoice amount.

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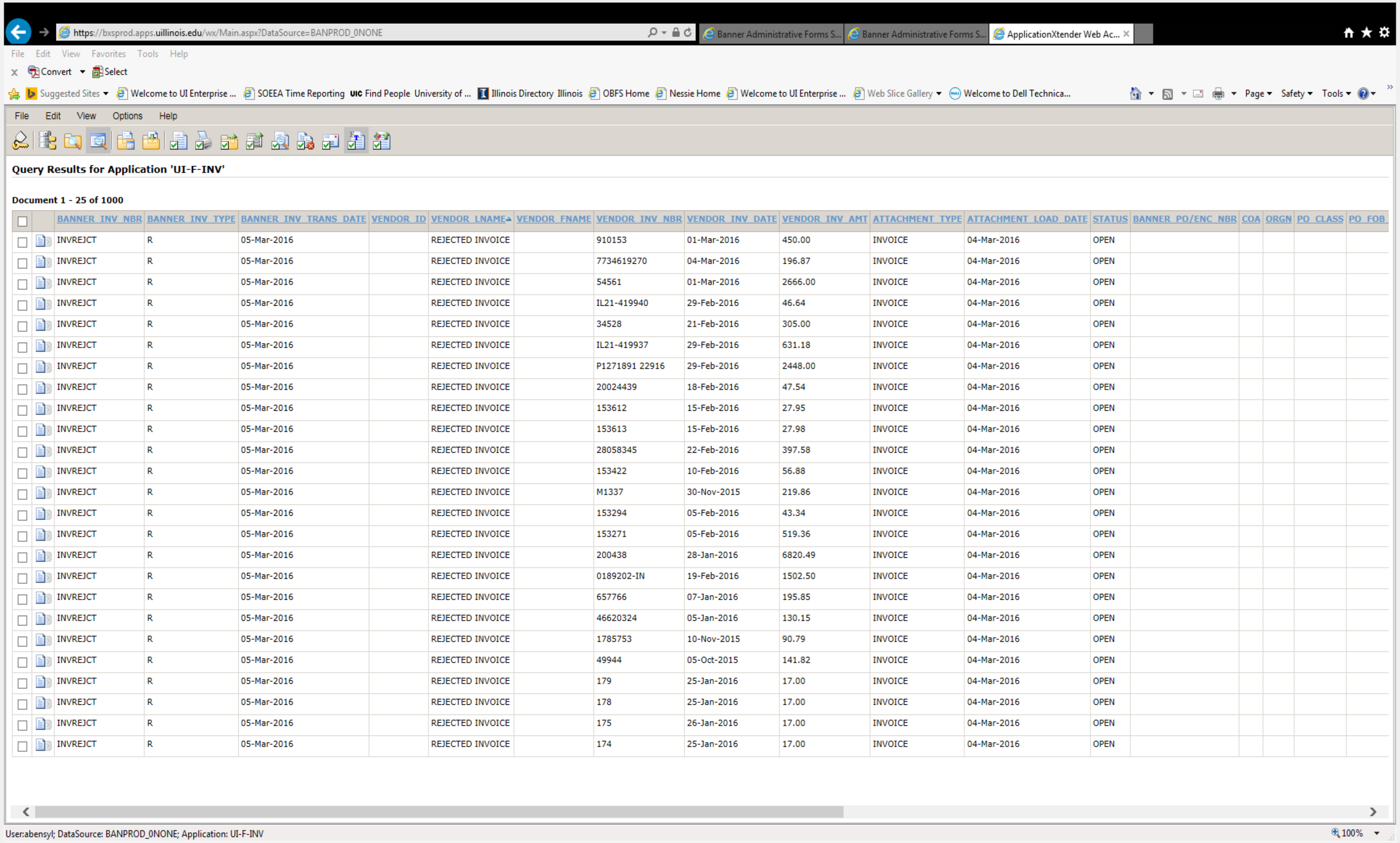
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UIC Find People University of ...
Illinois Directory Illinois
OBFS Home
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Query Results for Application 'UI-F-INV'

Document 1 - 25 of 1000

☐	BANNER_INV_NBR	BANNER_INV_TYPE	BANNER_INV_TRANS_DATE	VENDOR_ID	VENDOR_LNAME▲	VENDOR_FNAME	VENDOR_INV_NBR	VENDOR_INV_DATE	VENDOR_INV_AMT	ATTACHMENT_TYPE	ATTACHMENT_LOAD_DATE	STATUS	BANNER_PO/ENC_NBR	COA	ORGN	PO_CLASS	PO_FOB
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		910153	01-Mar-2016	450.00	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		7734619270	04-Mar-2016	196.87	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		54561	01-Mar-2016	2666.00	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		IL21-419940	29-Feb-2016	46.64	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		34528	21-Feb-2016	305.00	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		IL21-419937	29-Feb-2016	631.18	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		P1271891 22916	29-Feb-2016	2448.00	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		20024439	18-Feb-2016	47.54	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153612	15-Feb-2016	27.95	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153613	15-Feb-2016	27.98	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		28058345	22-Feb-2016	397.58	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153422	10-Feb-2016	56.88	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		M1337	30-Nov-2015	219.86	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153294	05-Feb-2016	43.34	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		153271	05-Feb-2016	519.36	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		200438	28-Jan-2016	6820.49	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		0189202-IN	19-Feb-2016	1502.50	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		657766	07-Jan-2016	195.85	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		46620324	05-Jan-2016	130.15	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		1785753	10-Nov-2015	90.79	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		49944	05-Oct-2015	141.82	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		179	25-Jan-2016	17.00	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		178	25-Jan-2016	17.00	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		175	26-Jan-2016	17.00	INVOICE	04-Mar-2016	OPEN					
☐	INVREJCT	R	05-Mar-2016		REJECTED INVOICE		174	25-Jan-2016	17.00	INVOICE	04-Mar-2016	OPEN					

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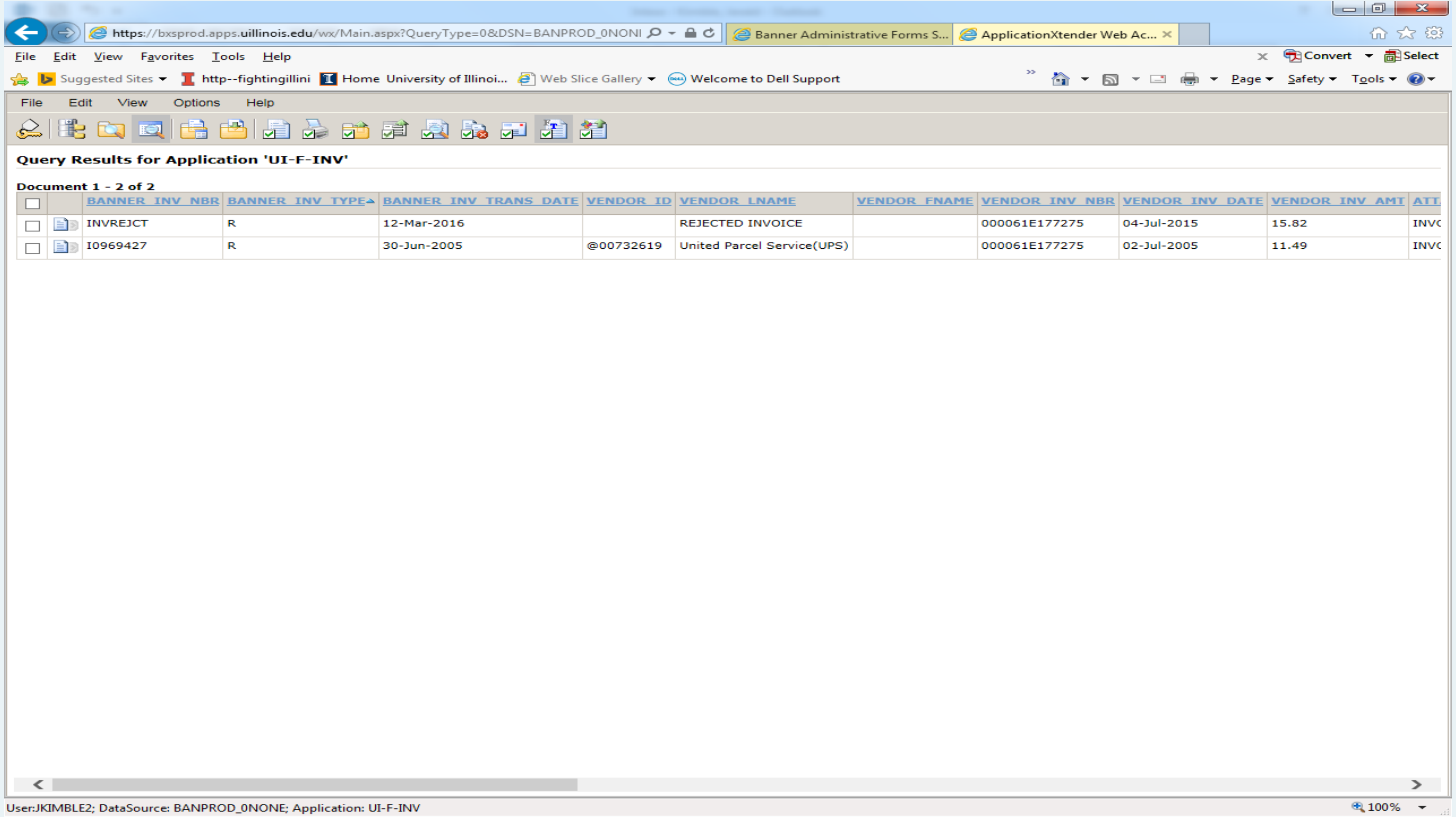
Rejected Invoice in BDM (example)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Query Results for Application 'UI-F-INV'

Document 1 - 2 of 2

☐		BANNER_INV_NBR	BANNER_INV_TYPE	BANNER_INV_TRANS_DATE	VENDOR_ID	VENDOR_LNAME	VENDOR_FNAME	VENDOR_INV_NBR	VENDOR_INV_DATE	VENDOR_INV_AMT	ATT
☐		INVREJCT	R	12-Mar-2016		REJECTED INVOICE		000061E177275	04-Jul-2015	15.82	INV
☐		I0969427	R	30-Jun-2005	@00732619	United Parcel Service(UPS)		000061E177275	02-Jul-2005	11.49	INV

User:JKIMBLE2; DataSource: BANPROD_0NONE; Application: UI-F-INV

For More Information:

Please visit our website:

www.obfs.uillinois.edu

Payments to Vendors and Students > Vendor Invoice

Payment Process

- Link to “The Basics of BDM: Banner Document Management”
- Job Aid: Payables Queries (AP 101)

Please use the new Service Desk Request Form to contact Payables

https://www.obfs.uillinois.edu/payments/who-to-ask/

Workshop Summary

We hope you leave today with more information on how to:

- Identify the steps to ensure that invoices are processed as quickly as possible.
- Discover how to research invoice status in Banner and in Banner Document Management (BDM).
- Resolve issues of payment holds and rejections.

Questions / Concerns?